



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development

DATE: April 22, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

***These policies have been revised to update into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement.**

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	18.10	Substance Abuse Screening for Youth in YDCs and DCS Group Homes	18	05/01/08	None
*Policy updated as stated above. Revisions include: Policy 20.31 Detoxification of Chemically Dependent Youth incorporated into 18.10. Section B, item 8 added to policy to clearly delineate who does what. Policy 20.31 will be deleted. Minor Policy review required.					
2.	27.23	Transporting Youth in YDCs and DCS Group Homes	27	03/01/08	None

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
*Policy updated as stated above.					
3.	27.24	Inspections and Visits of Living Units and Activity Areas in YDCs	27	03/01/08	None
*Policy updated as stated above.					
4.	27.25	Prohibition of Youth Control of Other Youth in DCS Group Homes	27	03/01/08	None
*Policy updated as stated above.					
5.	27.26	Key and Tool Control in YDC's and DCS Group Homes	27	03/01/08	None
*Policy updated as stated above. Supersedes 27.26, 04/01/05; 27.27, 04/01/05: Policy 27.27, Tool Control incorporated into 27.26. 27.27 deleted from Chapter 27.					
6.	27.28	Post Orders	27	03/01/08	None
*Policy updated as stated above.					
7.	27.29	Use of Tracking Dogs	27	03/01/08	None
*Policy updated as stated above.					
8.	29.3	Fire Safety Evacuation Plans for YDCs and DCS Group Homes	29	03/01/08	CS-0234, Emergency Exit Drill
*Policy updated as stated above.					
9.	29.5	Contingency Plans for Youth Development Centers and DCS Group Homes	29	05/01/08	None
*Policy updated as stated above. Policy revisions include: Removal of reference to policy 29.3 in Section A, 2, 3; Section B, 6 changed from “twice” to “once” each year...					

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10.	29.6	Development of Impairment Program for Facilities Equipped with Fire Sprinkler Systems	29	03/01/08	None
*Policy updated as stated above.					
11.	29.8	YDC and Group Home Furnishings and Fire Performance	29	03/01/08	None
*Policy updated as stated above.					
12.	29.9	Occupational Safety in YDCs and DCS Group Homes	29	03/01/08	None
*Policy updated as stated above.					
13.	29.10	Occupational Injuries and Illnesses	29	03/01/08	None
*Policy updated as stated above.					
14.	31.6	Regional and Field Services Closed Case File Disposition	31	03/01/08	None
*Policy updated as stated above.					
15.	31.14	TN Kids Case Recordings For Foster Care-Adoption Services and Juvenile Justice	31	03/01/08	None
*Policy updated as stated above.					
16.	31.17	Authorization and Use of Day Care Services for Children at Risk of Custody	31	03/01/08	CS-0555, Authorization for Broker Day Care CS-0556, Broker Day Care Referral
*Policy updated as stated above.					
17.	33.1	TNKIDS Multi-Region Access	33	03/01/08	None

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